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10-2-2019

CWU Faculty Senate Minutes -10/02/19

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REGULAR MEETING
Wednesday, October 2, 2019, 3:10 p.m.
Minutes

Meeting was called to order at 3:10 p.m.

ROLL CALL All senators, or their alternates were present except: Sarah Feeney, Tracey Haggerty-Lester, Tim Melborne, Robert Pritchett, Jennifer Serne, and Teresa Sloan

Guests: Kevin Archer, Aaron Brown, Kandee Cleary, Tim Englund, Gregg Heinselman, Jill Hernandez, Bernadette Jungblut, Jeff Stinson, Jason Berthon-Koch, Arturo Torres, Marua Valentino, Geri Hopkins, Bret Smith, Scott Robinson, Julia Stringfellow, Becky Pearson, Ediz KayKayoglu, and Christina Barrigan,

CHANGES TO AND APPROVAL OF AGENDA - Agenda approved.

Motion No. 19-01(Approved): Adoption of 2019-20 Operating Procedures/Roberts Rules of Order attached as Exhibit A.

MOTION NO. 19-02(Approved): APPROVAL OF MINUTES of May 29, 2019

ORIENTATION – Chair Szeliga gave a brief orientation about the function of Senate. Senators are represent faculty voice, should carefully read information, and take issues and information back to departments. Senators should bring back views of their department to Senate. Senators should request time at department meetings or find a way to provide information and solicit feedback. Chair-Elect Delgado gave a brief orientation regarding parliamentary procedure.

INTRODUCTIONS – Introductions of Senators and guests were done.

Rave Alert Guardian App – Jason Berthon-Koch presented on a new phone app that is available called RAVE Alert Guardian. This alert system works on Wi-Fi which will allow for campus alerts in some buildings that have limited cell service. The app also has a call directory and a safe walk timer. Students and employees can download the app through their app store. Jason indicated that individuals should go to MyCWU before downloading the app to look at their personal information that is in the system. Make sure your mobile phone number is the one in the system. If you change the number in MyCWU, please wait until the next day to allow the system to reset. Once you download the app, you will insert your mobile number, you will receive a verification code. You will know everything is good if the medallion is there and the background is the correct crimson color. Jason reported there will be a test alert on October 17 at 10:17 a.m.

Open Education Resources – Maura Valentino talked about Open Education Resources (OER). Why OER? The average cost of required textbook has increased and can also be seen as a social justice issue. Thirty-three percent (33%) of new college students are first-generation and the majority are low income. Forty percent (40%) of first generation students will drop out, cost being a major barrier to completion. Sixty-five percent (65%) of college

students opt out of buying a textbook due to the cost. \$450,000 additional tuition revenue from increased enrollment intensity. Institutions who have gone to using OER there has been an increase from tuition revenue and students seeing higher grades. Maura and Geri received a Washington Student Achievement Council OER Pilot grant. Through this grant CWU does have a way for students to get through the new General Education program without purchasing a textbook. Maura talked about wanting an OER or ZTC (zero textbook cost) designation in the catalog for those courses who are utilizing OER. Open access week starts October 21st. On October 23 at 12:00 there will be a brown bag lunch in the Library commons. On October 25 there will be a multimodal lunch with a presentation in Samuelson 126.

COMMUNICATIONS. None

SENATE CHAIR REPORT – Chair Szeliga reported on the Board of Trustees (BOT) meeting this summer. They approved the addition of the college budget committee language for the Faculty Code. At the last Senate meeting last year, the Sexual Misconduct and Discrimination taskforce outlined some recommendations from their work. Over the summer the Executive Committee (EC) read through the report and have put forward charges to senate committee and recommendations to university leaders. There were two senate bills passed last legislative session that had impact on university policies. There are two motions on the agenda today to change policy to be in compliance with these new state rules. This summer 1,550 students completed their math placement during orientation. Some of these students were able to be involved in the Bridge program during the summer to help them be ready for fall. Eighty-one percent (81%) placed one course higher at the end of the program. The Advising Council continued to meet and reviewed feedback they received last spring. They have identified areas that are working well and areas where change may be needed. Retention of first year students, as of Monday, is over seventy percent (70%). The Provost has paired down the initiatives surrounding student retention. There is work being done on the supplemental math and english courses. Currently there is a stigma and financial burden around taking these courses. They are looking at incorporating supplemental learning into the credit based math and english courses. The Provost has been working with Student Success regarding incorporating the growth mindset concepts into UNIV 101. This is currently being used in K-12 in Washington. The BOT will be having their retreat in Ellensburg October 16-18. There will be a panel of faculty members around the learning needs of General Alpha that will be held October 17 from 10:00 – 12:00 at the Hal Holmes Center. This is the first quarter for the new General Education program. There will be challenges as we move forward. General Education proposals for Fall 2021 are due October 4. The President's Budget Advisory Council (PBAC) worked is looking at suggested changes to the ABB/RCM model that have been submitted.

FACULTY ISSUES – Chair Szeliga reported on faculty issues from last year. Facilities is working on ADA signage and hope to have an interactive campus map on the website that will indicate ADA entrances. The center ramp at graduation is not feasible due to the redesign of the football field. The NTT appointment letters is something that United Faculty of Central (UFC) is aware of and will be talking about it in bargaining. Wendy Holden provided a tip sheet and principles of accommodation that are with the agenda packet.

Senator Perez reported that currently there are no faculty sitting on the parking appeals committee. The committee meets once a week from 2:00 – 3:00 p.m. on Tuesdays.

STUDENT REPORT – Nicholas Mejia is the ASCWU Vice President for Academic Affairs. Nicolas reported that he has been to many meetings this past week; such as Office of Student Success, Financial Aid, Student Academic Senate and many departments. ASCWU is partnering with Financial Aid to do a FASA and scholarship night on October 8 from 3:00 – 5:00 p.m. They have planned to have additional events on October 24, November 24 and January 16. These events will be open to community members as well. Nicholas reported he traveled to Olympia and lobbied for several initiatives. Several issues they lobbied for were: more cameras on campus to help campus police; door locks that lock on the outside, but available from the inside; and better health care and child care on campus. The students are working to find a way to have developmental course fees taken away. Most successful colleges in the nation have figured out a way to get rid of these fees as they affect the most vulnerable students. Hope to continue to work with student success and President on how to fund these programs without fees. They students are looking at the inclement weather policy. Last year was a harsh winter. We have already had snow this year. We were the only university to stay open during the harsh winter weather last year. They would like to see if professors could post their work online and explain what is going on so students don't have to travel and put themselves in harm's way to travel to Ellensburg.

Provost Franken indicated the developmental course fees will be absorbed by the university starting next fall.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 19-03(Approved): Nominations for the 2019-20 Faculty Senate Parliamentarian. Nominee: Elvin Delgado, Geography

Academic Affairs Committee

Motion No. 19-04(Approved): Recommends amending CWUP 5-90-030(4) Acceptance of Transfer Credits as outlined in Exhibit B.

Motion No. 19-05(Approved as amended): Recommends amending CWUP 5-90-040 (34) & (37) Academic and General Regulations as outlined in Exhibit C.

Motion No 19-05a(Approved): Senator McCutcheon moved to include the word "may" before includes in (2) and strike the s on "includes". "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion on the course or program and may includes rescheduling...

Curriculum Committee

Motion No. 19-06(Approved, 1 nay 1 abstention): Recommends approval of the Music Major, BA to exceed the 75 credit limit as outlined in Exhibit D.

Faculty Legislative Representative – Bret reported that this is the last year in his FLR term. Faculty Senate will be looking at those who are interested in this position. This position works with university government relations as well as the student lobbyist. The Council of Faculty Representatives (CFR) includes the six baccalaureate universities. This position also works with UFC and WEA who have active lobbyists in Olympia. This year will be a biennial year and will be a short session. Operating budget and capital budget will get some tweaks. There will be more discussion on AP, IB and Cambridge. Running start and college in the high schools will be a continued discussion. Adult non-traditional students getting credit for academic prior learning. The CFR leadership will be meeting at CWU on October 19. Alex Ybarra the 13th Legislative representative will be there.

PRESIDENT – President Gaudino appreciates the work faculty are doing with the open education resources grant. Advising and administrative searches will need to have faculty input this year. He thanked faculty for their part in the efforts around student retention. He encouraged Senators to think about the budget model and provide input on potential changes. Enrollments appears to be strong and the first year class is up by approximately 100 students. Last legislative session a new business tax was approved and was earmarked for very specific programs in higher education. President Gaudino reported that Central received funds to build the health science building. They are working on bids. Funding was also received to do the design work on a remodel of Health Education (Nicholson). Nicholson is the last project of our strategic capital plan. The process to create a new strategic capital plan was extended to get through accreditation, but this plan does need to be updated. There are three searches going on this year, one to replace Sharon O'Hare, VP of Enrollment Management who retired and one to replace Scott Wade, VP of University Advancement who passed away in a tragic accident this summer. The State of the University address will be October 16 starting at 3:30 p.m. in McConnell Auditorium.

Strategic plan review was started last spring. There are going to be faculty colleagues that will be doing focus groups around the mission and core themes.

PROVOST - Provost Franken indicated she first noticed the CWU motto for the honors college: Dare to be Wise or Dare to Know. She indicated she has experienced the warmth of your welcome and enjoyed hearing about projects. She has allocated \$6000 each startup funds for the center of teaching excellence and transfer center. She ordered a book "What the Best College Teachers Do" and provided them to different groups. Another book she has been using is the "College Dropout Scandal" which is about retention. What happens in the classroom is essential to what happens with retention. One of the comments in the book indicates that telling professors to read this book is the surest way to kill this idea. Provost Franken has been working with Joel Klucking and will be making visits to everyone in the university to talk about RCM. They will be bringing some information, but the visits will be mostly listening.

CHAIR-ELECT - Chair-Elect Delgado reported there will be a Faculty Friday on October 25 from 5:00 – 7:00 p.m. in the Grupe Faculty Center. There will be an open EC meeting next week from 3:10 – 4:00 p.m. at the Grupe Faculty Center.

NEW BUSINESS - None

Meeting was adjourned at 5:02 p.m.

Exhibit A

2019-20 Faculty Senate Operating Procedures:

Robert's Rules of Order Newly Revised, 11th Edition (ISBN-13: 978-0306820205) will be the accepted authority for procedural operations. The senate's bylaws take precedence over Robert's Rules of Order.

Committee reports will be automatically accepted. If there is an action item that a committee desires to submit with any report, it is to be separately stated as a motion and the motion will then come before the senate for discussion and debate. The committee will be asked to submit a report and written copies of any motion or action that it would like to have taken.

Committee reports and motions shall be submitted to the Faculty Senate office by noon on the Tuesday of the week preceding the senate meeting in which action is expected. This policy allows for the timely posting of the meeting agenda. All committee motions submitted for action by the senate must be accompanied by an abstract-size plain English summary stating the content, reason for the proposal, and intended effect of the motion. This summary will be sent to the faculty prior to the initial Senate meeting in which the motion will be considered for adoption. As a general rule, substantive committee motions that do not accompany the agenda will not be discussed and voted on until a subsequent meeting. An extended agenda will be sent to all Senators, who shall give it to their Alternate if they are unable to attend the meeting.

Concerning discussion rules, senators will use the procedure of seeking recognition from the Chair if they want to speak to an issue. Speaking without Chair recognition is out of order. Discussion on arguments for and against the issue will be alternated. A visitor will be given recognition if the floor is yielded by a senator. If no senator desires to speak and a visitor would like to make a point, the Chair may recognize the person. A visitor will be recognized if a preliminary request is made to the senate office for an opportunity to speak or if the Chair invites a person to speak.

Exhibit B

Policy & Procedure Number: CWUP 5-90-030(4)

New ☐ **Revision X**

Title: Acceptance of Transfer Credit

Summary:

This change is being made in order to bring CWU Policy into compliance with recent changes to state law. Under this change, Central is required to indicate how Advance Placement (AP), International Baccalaureate (IB) and Cambridge course work will be determined for credit.

*[10/02/2019: Responsibility: **Faculty Senate**; Authority: Provost/VP for Academic & Student Life ; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2019; Approved by: President]*

5-90-030

(4) Other Forms of Credit

The university accepts, in a manner consistent with herein-established transfer and equivalency policies, college credit earned while a student is enrolled in high school (AP, CLEP, IB, Cambridge, College in the High School, Running Start).

Determination of the credit awarded for AP, IB, Cambridge coursework shall be made by the respective department using an evidence-based assessment of published learning outcomes for the course. The list of transfer credit mapping shall be kept by the Registrar and shall be reviewed biennially. In the case where a specific CWU Course or general education course equivalency is not granted, students may request a rationale for such decision, in writing.

(A) Advanced Placement Credit. The University will grant at a minimum elective credit for College Board Advanced Placement (AP) exams completed with a score of three (3) or higher. Students may receive credit for advanced placement with a grade of S, depending upon the scores achieved on the College Board Advanced Placement Test (AP). Students must request that their official AP test scores be sent to registrar services at Central. Scores of 3 or better on Advanced Placement Examination will be awarded as free electives for departments without specific policy.

(B) College Level Examination Program (CLEP). Students will be awarded college-level quarter credits with a grade of S for each score at the 40th percentile on the College Level Examination Program (CLEP) humanities, social science/history and natural sciences examinations. These credits will meet the general education requirements in the appropriate areas. Students may also be awarded credit for subject examinations as determined by appropriate academic departments at the time of application for credit.

(C) International Baccalaureate. Central recognizes the International Baccalaureate (IB) program as a coherent. Challenging course of study and responds individually to each participant's IB transcript for award of college credit. Central will grant at a minimum elective credit for International Baccalaureate (IB) higher level exams completed with a score of four (4) or higher, with exceptions. Standards for acceptance will be established by the appropriate academic departments and listed in the official catalog. CWU recognizes the International Baccalaureate Diploma and awards up to 45 quarter credits (30 semester credits). With the receipt of a Diploma, credit will be awarded for 3 courses (15 quarter credits) and distributed evenly among the three general education breadth or knowledge areas. These credits will not be applied to lab or writing courses. An additional 30 quarter credits (20 semester credits) may be awarded in the areas of the students' higher level subject exams with a score of 5 or higher.

(D) Cambridge International, Pearsons (Edexcel), Assessment and Qualifications Alliance and Oxford Cambridge and RSA (OCR). Once the student has submitted the original exam certificate directly from the exam agency, students will be awarded up to 15 quarter credits for each A-level exam with a passing grade. Up to 7.5 quarter credits will be granted for each AS-level exam with a passing grade. A satisfactory (S) grade will be posted for A-level or AS-level exams.

Exhibit C

Policy & Procedure Number: CWUP 5-90-040 (34) & (37)

New ☐ Revision ☒

Title: Academic and General Regulations

Summary:

These changes are being made in order to bring CWU Policy into compliance with recent changes to state law. Under this change, Under this change, students will be given reasonable accommodations to make up work missed during an absence due to observance of a religious holiday. Faculty will be required to include information about CWU's policy on religious holidays in their syllabi.

*[10/02/2019: Responsibility: **Faculty Senate**; Authority: Provost/VP for Academic & Student Life ; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2019; Approved by: President]*

5-90-040

(34) Class Attendance and Participation

(A) Instructors may require regular class attendance.

(B) The first day of the quarter is the first day of instruction listed in the university calendar. An instructor may drop a student from the class by notifying Registrar Services if the student has failed to attend the class by the end of the third day of the quarter or the first class meeting if the class does not meet during the first three days of the quarter.

(C) A student who does not meet course prerequisites may be required to drop from the course.

(D) In compliance with RCW 28B.137.010, educational institutions must accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so the students' grades are not adversely affected by the absences.

(1) Faculty members must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program.

(2) "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course or program and may include rescheduling examinations or activities or offering different times for examinations or activities.

(3) Students seeking reasonable accommodations under this policy must provide written notice to the faculty, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.

(4) RCW 28B.137.010 requires course or program syllabi to include either this policy or a link to the policy.

(5) Students may not be required to pay any fees for seeking reasonable accommodations under this policy.

(6) Students who feel that this policy has not been fairly implemented may appeal to the Dean of Student Success in the Office of the Provost.

(E) In cases where an absence does not meet the criteria of 5-90-040(34)(D)

Instructors are not required to offer makeup work for missed classes, including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status. In cases where an absence meets the guidelines in CWUP 5-90-040(F), instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. The written documentation will serve as verification of the agreement.

(F) Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements prior to the absence. Members of the university community directing or arranging such activities must adhere to the following guidelines:

1. Scheduling of such activities shall not overlap with official final examination periods;

2. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days;
3. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements;
4. Responsibility for seeking an exception to these guidelines lies with the sponsor and not with the student(s)

...

(37) Syllabi

(A) By choosing to enroll in a course, students are obliged to accept and follow the stipulations and standards of performance and conduct formulated in the syllabus. Syllabi function to ensure that instructors maintain their courses in good order and take actions against those who disrupt the learning environment. Instructors will provide each student with a written or electronic syllabus at the beginning of a course. The syllabus must contain the following information:

1. Title, time, and location of the course;
2. Name, contact information, and office hours of instructor;
3. Objectives of course, expected student learning outcomes and method of assessment;
4. Any special conditions or requirements associated with the course (e.g. hybrid instruction, field trips);
5. Required books and materials;
6. Criteria for determinance of final grade;
7. Instructor's policy on students' attendance and absence;
8. Tentative dates for major assignments and examinations;
9. Instructor's policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor's policy on academic dishonesty. It is recommended that reference be made to [CWUP 5-90-040\(22\)](#) and [CWUR 2-90-040\(22\)](#).

11. Instructor's policy on student conduct. It is recommended that reference be made to the policy on expectations of student conduct in the Washington Administrative Code (see [WAC 106-125-020](#)). Any expectations that go beyond what is stated in WAC 106-125-020 should be included in the syllabus.

12. A statement consistent with the university's commitment to diversity, such as:

"CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events."

13. A disability statement, such as:

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.

14. [RCW 28B.137.010 requires course syllabi to include a link to CWUP 5-90-040\(34\) regarding reasonable accommodation for religious holidays and a statement explaining the policy, such as: "University Policy, CWUP 5-90-040\(34\), provides for reasonable accommodation of student absences for religious holidays in accordance with RCWU 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the Dean of Student Success at \(509\) 963-1515 for further information.](#)

Exhibit D

Music Major, BA

BA Music Core Requirements

Music Theory - Credits: 21

Students must pass an online fundamental exam with 75% (\$10 fee) or take and pass (75%) an online fundamental course (\$99 fee) to enroll in MUS144. Students must take a placement exam to waive any of the following courses. Concurrent enrollment of the following is required: (MUS 144, 144A, 152A), (MUS 145, 145A, 153A), and (MUS 146, 146A, 154A). A grade of C or better is required in both the written and aural components to continue in the theory sequence.

MUS 144 Theory 1 (3)
MUS 144A Aural Skills 1 (1)
MUS 145 Theory 2 (3)
MUS 145A Aural Skills 2 (1)
MUS 146 Theory 3 (3)
MUS 146A Aural Skills 3 (1)
MUS 244 Theory 4 (3)
MUS 245 Theory 5 (3)
MUS 246 Theory 6 (3)

Class Piano - Credits: 3

A waiver of this requirement can be obtained by demonstrating sufficient keyboard skills to designated piano faculty members.

MUS 152A Class Piano I (1)
MUS 153A Class Piano II (1)
MUS 154A Class Piano III (1)

Music History - Credits: 11

MUS 359 Survey of Music in Cross-cultural Perspectives (2)
MUS 372 Music History 1 (3)
MUS 373 Music History 2 (3)
MUS 374 Music History 3 (3)

Total Core Credits: 35

Required Courses

Ensembles-Credits: ~~12~~ 18

Large Ensemble (minimum) **Credits: ~~(12)~~ (18)** Only the following are designated as large ensembles: ~~MUS 267-467 (choir)~~ Wind Ensemble, ~~MUS 268-468 (chamber choir)~~ 266/466; Choir, ~~MUS 266-466 (wind ensemble)~~ 267/467; Chamber Choir, ~~MUS 277-477 (orchestra)~~ 268/468; Symphonic Winds MUS 269/469; Orchestra, ~~MUS 287-487 (marching)~~ 277/477; Marching and ~~concert band-fall~~ Concert Band, MUS 287/487 (fall quarter only); Symphonic Band, and ~~MUS 288-488 (symphonic band)~~ 288/488. Enrollment in either Women's Choir (MUS 211/411) or Men's Choir (MUS 228/428) can be substituted for enrollment in a choral large ensemble for a maximum of three quarters.

Applied Music - Credits: 9-12

Individual Instruction - (MUS 164, 264, and 364) - **Credits:** (9-12) (NOTE: at least one credit of 364 must be completed on primary instrument)

Upper-division Music Theory - Credits: 3

MUS 340 Form and Analysis (3)

Conducting - Credits: 3

MUS 341 Conducting I (3)

Upper-division Music History - Credits: 3

Choose one:

MUS 356 Jazz Styles (3)

MUS 382 Survey of Chamber Music (3)

MUS 384 Survey of Choral Music (3)

MUS 385 Survey of Opera (3)

MUS 386 Survey of 20th-century Music (3)

Additional Courses - Credits: 2-5

MUS 495 Senior Project (2)

Music Electives Credits: (0-3)

Total Credits: ~~70~~ 73-79